CLARE TOWN COUNCIL

Burial Authority for Clare Cemetery

The Old School
Callis Street
Clare
Suffolk
CO10 8PX
Tel: (01787) 277559
E-mail: clerk@clare-suffolk.co.uk
www.clare-suffolk.co.uk

Application To Erect/Carry Out Work On A Memorial

To be completed following receipt and acknowledgement of the document Clare Cemetery Regulations for Memorial Masons. This application form should be completed and delivered to Clare Town Council office **PRIOR TO WORK COMMENCING**. This form must be signed by the registered owner of the grave/burial/memorial rights.

SECTION: _____ **GRAVE NO:** _____

Name & Address of Memorial Mason: _____

_____

Name & Address of Registered Grave Owner: _____

_____

Description of Memorial / Work to be Completed: _____

(Dimensions of dowells must be given) _____

_____

_____

_____

Type and manufacturer of ground anchor (must be compliant with BS8415): _____

Type of Stone: _____

Overall Size Of Memorial: **Height:** _____ **Base Width:** _____ **Base Depth:** _____

Wording of Inscription: _____

_____

_____

_____

_____

Signature & Address of Owner: _____

_____

_____

A Certificate of Conformity to BS8415 MUST be issued by the mason to the grave owner following installation.

FOR OFFICE USE ONLY

Permit Fee	£	Received?	£	Date of work		Time of work	

Surcharge: Yes / No Yes / No

Notice for: **Headstone** **Plaque** **Added Inscription** **Renovations** **Other:**

Date Received: _____ Checked: _____ **Folio No:** _____

PLEASE NOTE:

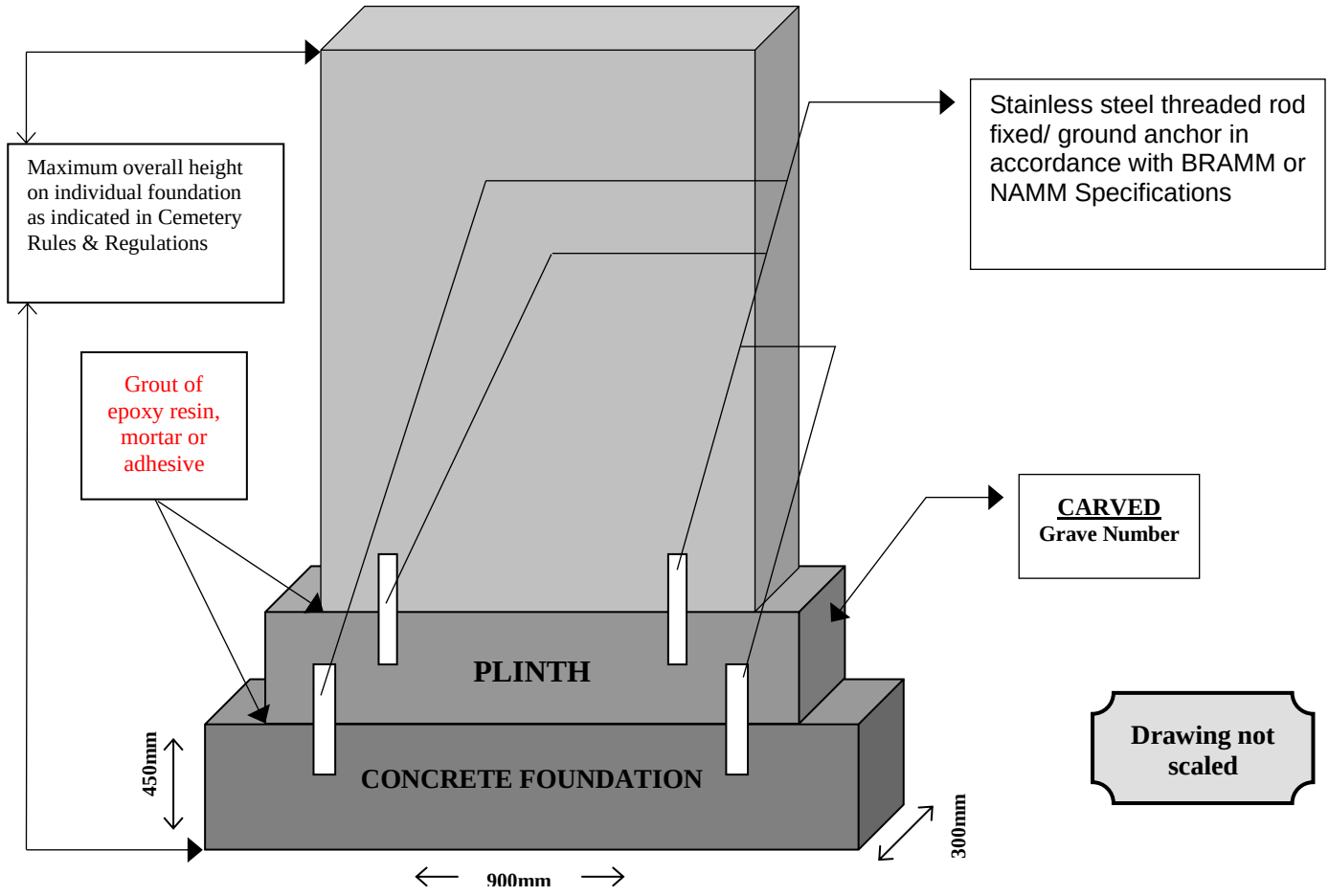
You must allow 14 clear working days from receipt of this form before calling to erect a headstone. Given working dates and times must be adhered to.

Fixing times shall be during office hours unless otherwise agreed; additional charges may be levied where different times are agreed.

On cremated remains (grassed area) only rectangular plaques of 450mm x 300mm x 50mm are permitted (plot numbers C190 upwards). These must be set on a light stone plinth of up to 40mm to create a suitable border. The tablet may sit up to 20mm above ground level.

Should any sculptor wish to alter these details, they must inform the Town Council Office 24 hours prior to the date and time given.

Headstone Fixing Details



Please note any changes:
(use additional sheet if required)

_____

_____